



TOWN OF MT. CRESTED BUTTE, COLORADO

**REGULAR MUNICIPAL ELECTION
TUESDAY, APRIL 5, 2022**

CANDIDATE PACKET

Mt. Crested Butte
January 2022

Town of Mt. Crested Butte, Colorado

911 Gothic Road – P.O. Box 5800

Mt. Crested Butte, CO 81225-5800

toconnell@mtcrestedbuttecolorado.us

www.mtcrestedbuttecolorado.us

Phone:(970) 349-6632

FAX: (970)349-6326

Congratulations! You have taken the first step to becoming a candidate for local office. We appreciate your interest in becoming a member of the Mt. Crested Butte Town Council and look forward to working with you throughout the 2022 municipal election process.

You may be excited, nervous, or simply wondering how a municipal election works. There are lots of details to consider and some important deadlines, forms, and decisions to keep in mind as you move forward in the candidacy process.

To help with this, we have assembled the following guide. It will walk you through the process from declaring your candidacy to meeting your campaign finance deadlines and everything in between. Enclosed you will find helpful how-to's on:

- Nomination Petitions
- Public Information and Colorado Open Records Act Implications
- Candidate Information
- Campaign and Political Finance Filings
- Election Calendar and Important Dates to Remember
- FAQ's and Helpful Resources

This guide is not intended to be comprehensive in scope or depth. If you have questions regarding the interpretation of applicable laws and regulations, you may wish to consult with a private attorney who can provide you with that interpretation.

All information regarding the conduct of the election and requirements of a candidate for municipal office should be obtained from the Town Clerk's Office. The Town Clerk's Office will assist you through the election process as much as possible. However, the Town Clerk's Office cannot provide legal advice. You should consult with your own attorney about the application of the law to your individual situation.

Please do not hesitate to contact us with any questions or concerns you may have.

Best Regards,

Tiffany O'Connell, CMC

Town Clerk

Becoming a Candidate

Qualification:

Section F of the Mt. Crested Butte Town Charter states that “Each council member when nominated and elected shall be a citizen of the United States; a registered elector of the Town of Mt. Crested Butte and shall have resided in the town or any territory thereafter annexed for one (1) year immediately preceding such election. The election commission shall be the judge of election and the qualifications of the council.”

Nomination Petitions:

- A minimum of 10 valid signatures must be collected on the official Town of Mt. Crested Butte Nomination Petition form. You can pick up a Nomination Petition starting **January 4, 2022**. Your completed Nomination Petition must be turned in no later than **5:00 P.M.** on **January 24, 2022**.
- The Town Clerk will verify the signatures on the petition to ensure compliance with Colorado Revised Statutes (“C.R.S.”), Title 31, Article 10, Section 302.
- Signatures must be legible, in pen and all boxes must be completely filled out or they cannot be considered valid. The circulation must ensure that the signor is a registered voter in the Town of Mt. Crested Butte.
- It is suggested you collect more than 10 signatures to ensure the petition is sufficient.
- Candidates will be notified in writing of insufficient petitions and will have until **January 31, 2022**, to amend them.
- If you do not submit 10 valid signatures, then you will not be a candidate for office.
- Do not remove any staples or separate the pages of the nomination petition form. If you need additional forms, please let us know.
- The affidavit of circulator is completed after you have collected your signatures. Do not sign this prior to collecting signatures.
- Notary–Town Hall staff will not notarize these documents. You will need to find a notary somewhere else.

What If I Miss The January 24, 2022, Deadline?

If you miss the January 24, 2022, deadline to turn in your Nomination Petition you may still run as a write-in candidate. You must submit an Affidavit of Intent of Write-In Candidate to the Town Clerk no later than **5:00 P.M.** on **January 24, 2022**.

What if I Change My Mind?

You may file a letter of withdrawal with the Town Clerk at any time before **5:00 P.M.** on **January 31, 2022.**

How And When Will The Election Results Be Announced?

Unofficial election results will be available at Town Hall and on the Town's website after all the ballots have been counted.

Please be aware that no campaign material can be placed within 100 feet of the polling place (The Mt Crested Butte Town Hall) on Election Day, April 5, 2022.

Public Information

What information is available to the public?

Please keep in mind that unless noted otherwise, any documents you submit to the Town will become public records and are subject to the Colorado Open Records Act.

What information will be placed on the Town's website?

The Town's website may be used as a one-stop shop for election information, including but not limited to:

- List of candidates (updated as nomination petitions are turned in and verified)
- Candidate biographies and contact information
- Candidate Campaign and Political Finance Forms as submitted
- Voter registration information
- Election Results

Candidate Information

The Town Clerk's office collects information that becomes part of each candidate's official file. Some of these documents, such as the nomination petitions and Campaign and Political Finance filings, are open to public review as part of the Colorado Open Records Act. Deadlines for required filings are included on the "Important Dates" of this packet.

Candidate Contact Information:

Over the course of the election, the Town Clerk is in frequent contact with candidates. The information provided on the Candidate Contact Information form will help establish the best methods of communication.

All information and forms should be emailed or delivered to the Town Clerk at:

Tiffany O'Connell toconnell@mtcrestedbuttecolorado.us
911 Gothic Road/ PO Box 5800
Mt. Crested Butte, CO 81225
970-349-6632

Candidate Biographies:

As a service to candidates and voters, the Town of Mt. Crested Butte offers to display candidate biographies on the Town's website. The biographical information must be prepared by the candidate and submitted to the Town Clerk no later than 5:00 P.M. on Monday, February 1, 2022. Biographies submitted by candidates will be formatted for placement on the Town's website but will not be edited by Town Staff.

Your biography should be 500 words or less and include the following details in a narrative format:

- Your name as you would like it to appear on the ballot
- Your educational and professional background
- Your length of time as a resident of Mt. Crested Butte
- Your previous political experience
- Any additional information you would like to include.
- A current photo.

Candidate Contact Information

Please complete this form and return it to the Town Clerk. If you have any questions, please contact the Town Clerk, Tiffany O'Connell at 970-349-6632 or via email at toconnell@mtcrestedbuttecolorado.us.

Information for Public Distribution:

Name as it appears on the ballot:_____

Physical Address:_____

Phone Number:_____

Email Address (optional):_____

Information for Town Clerk's Use Only:

Preferred Name:_____

Email Address:_____

Mailing Address:_____

Cell Phone Number:_____

Campaign and Political Finance Forms

Can you tell me more about Campaign and Political Finance forms?

- These forms are required by the Secretary of State, even if you do **not** spend any money.
- The Town Clerks collect these documents for municipal elections. Do NOT send these forms to the Colorado Secretary of State.
- Reports run like bank statements. The next report will start on the next day after the previous report ended.
- For more information, please refer to the Secretary of State's website at https://www.sos.state.co.us/pubs/info_center/laws/Title1/Title1Article45.html

What forms will I need to file and when?

- Candidate Affidavit – due within 10 days of announcing candidacy
- Financial Disclosure Form – due within 10 days of filing the *Candidate Affidavit*.
- Committee Registration Form – before receiving any contributions, a committee registration form must be filed.
- Report of Contributions and Expenditures. Due
 - 21 days before election day – March 16, 2022
 - Friday before election day – April 1, 2022
 - 30 days after election day – May 6, 2021
 - Annually until the committee is terminated
- Only the most commonly filed candidate forms are on our website. Candidates are encouraged to contact the Town Clerk or an attorney with any questions about required filings.

All forms including fillable versions, can be found on the Colorado Secretary of State website:

<https://www.sos.state.co.us/pubs/elections/CampaignFinance/filing.html>

Important Dates to Remember:

2022 Election Calendar

1/4/2022	First day candidates may pick up and circulate nomination petitions
1/5/2022	First day absentee ballots may be requested
1/24/2022	Last day to file candidate nomination petitions with the Town Clerk
1/24/2022	Last day to file an affidavit of intent to be a write-in candidate
1/31/2022	Last day to amend a candidate nomination petition
1/31/2022	Last day for a candidate to withdraw from nomination
2/2/2022	Names drawn for ballot position – Mt. Crested Butte Town Hall – 4:00 P.M.
3/16/2022	Campaign and Political Finance Filing Deadline
4/1/2022	Last day to apply for an absentee ballot unless an emergency exists
4/1/2022	Campaign and Political Finance Filing Deadline
4/5/2022	Election Day
4/12/2022	Last day to count UOCAVA ballots received by mail.
4/15/2022	Deadline for canvass of votes
4/15/2022	Last day a recount may be requested
4/20/2022	Optional and mandatory recounts must be completed
5/5/2022	Campaign and Political Finance Filing Deadline

Candidate Resource Guide

The following is a list of resources that may help you learn more about the Town of Mt. Crested Butte and municipal government in general. These resources are available online or can be requested through the Town Clerk.

- Colorado Municipal League – Municipal Candidates Guide – included in this packet
- Ethics, Liability and Best Practices Handbook – can be found on our website at www.mtcrestedbuttecolorado.us

Other Important Information:

- I would recommend attending a few council meetings to understand the current topics the council is working on. They meet the first and third Tuesday of the month at 6pm. All Town Council agendas, minutes and packets can be found here: <https://mtcrestedbuttecolorado.civicweb.net/portal/>
- Council meetings start at 6pm but we do have quite a few work sessions beforehand. Work sessions usually start at 5pm, but sometimes earlier. Meetings go until about 9pm.
- The Council also represent the Town on various boards and committees. The Town has representatives on the following:
 - CML Policy Committee
 - One Valley Leadership Council
 - Club 20
 - Colorado Association of Ski Towns
 - Crested Butte/ Mt. Crested Butte Chamber of Commerce
 - RTA
 - Downtown Development Authority Board
 - Mountain Express
 - Gunnison Valley Regional Housing Authority Board
 - Gunnison Valley Transportation Planning Region Committee
 - Region 10
 - Gunnison Valley Land Preservation Board
 - Tourism Associations Advisory Board
 - Crested Butte Center for the Arts.
- You can expect to spend 10 to 15 hours a month on Council business.
- Councilors get paid \$750 per month and the mayor gets paid \$1250 per month.

Candidate Affidavit and Acceptance of Nomination

State of Colorado)
)
County of Gunnison)

I, the undersigned, swear or affirm, depose and state that:

- a. I satisfy the qualification to run for municipal office;
- b. I am a U.S. citizen, at least eighteen years of age;
- c. I am and have been a resident of the Town of Mt. Crested Butte for twelve consecutive months immediately preceding the date of the election; and
- d. I am a registered voter.

I hereby accept the nomination for the office of Town Councilor. I certified that my residence address is _____, Mt. Crested Butte, Colorado. I request my name appear on the ballot as follows*:

*No degree, title, party affiliation, political designation or mark is permitted.

Signature of Candidate

Subscribed and sworn to be this ____ day of _____, 2022 by
_____.

Notary Public

(SEAL)

Commission Expires:_____

DECLARATION OF CANDIDACY

OFFICE OF TOWN COUNCIL
TOWN OF MT CRESTED BUTTE, COLORADO

To the Town Clerk
PO Box 5800
911 Gothic Road
Mt Crested Butte, CO 81225-5800

I, _____, being an eligible elector as defined by the Colorado Election Statutes and a resident of the Town of Mt Crested Butte for the required twelve (12) months prior to the election, hereby give written notice of my intent to be a candidate for the Office of Town Council for the Town of Mt Crested Butte, Colorado at the regular municipal election on April 5, 2022.

Candidate's Signature

Date: _____

Physical Residence Address

Home Phone: _____

Work Phone _____

**Received in the Office of the
Town Clerk**

Date: _____

Time: _____

By

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
www.sos.state.co.us



Space Below For Office Use Only

CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & 1-45-110(1), C.R.S.]

- State, County, School District, and Special District Candidates file with the Secretary of State
- Municipal Candidates file with the Municipal Clerk

This affidavit certifies that I, _____, a member of the
(Name*)
_____ political party/organization (if applicable), am a candidate
(Political Party*)
for the _____ election, [Art. XXVIII, Sec. 2(2)] for the office of _____,
(Year*) (Office*)
District _____ (if applicable), County _____ (if applicable).
(District*) (County*)

I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (C.R.S.) (also known as the Fair Campaign Practices Act (FCPA)), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes.

Signature of Candidate* _____ Date*: _____

Physical Address of Candidate*: _____
(Street/City/St/Zip*)

Mailing address: _____

Business Phone: _____ Residence Phone*: _____

Fax: _____ Web Address: _____

E-Mail Address*: _____

Fields marked with * are required unless they do not apply to the race for which you are submitting this affidavit. The notary section below must be completed in full.

STATE OF COLORADO
COUNTY OF _____

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this _____ day of _____, 20_____.

(Seal)

(Notary/Official Signature)

(Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

Colorado Constitution Reference: Section 2(2), article XXVIII

Colorado Revised Statutes: Section 1-45-110(1), C.R.S.

Who uses this form? All candidates for public office.

Purpose of form: This form is to be used by all candidates seeking an elected office.

Is this form required for all candidates, including judges? YES, except that candidates in special district elections may file a self-nomination and acceptance form instead.

When should this form be filed? Form must be filed with the appropriate election official within 10 days of becoming a candidate.

When does an individual become a candidate? When the individual publicly announces an intent to seek public office and thereafter receives a contribution or makes an expenditure in support of the candidacy.

What is the definition of Public announcement? Campaign and Political Finance Rule 1.12 states: “ ‘Publicly announced an intention to seek election to public office or retention of a judicial office’ means that a person has made a statement signifying an interest in the office by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public. Such statement includes a stated intention to explore the possibility of seeking an office. The registration of a candidate committee shall also constitute a public announcement of an intention to seek election or retention.”

COMPLETING THE FORM

1. Print or type the name of candidate on the first line.
2. Print or type the political affiliation of the candidate, only if seeking a partisan office (one which has a party identification on the ballot). Do not complete for school district, special district or municipal candidates.
3. Print or type the year the office is up for election and the office being sought.
4. Indicate the district number of the office being sought, if applicable.
5. The candidate must sign and date the form. **Signature must be notarized.**
6. Print or type the physical address of the candidate. Include street, city, state and Zip Code (all are required).
7. Print or type the mailing address of the candidate if different than physical address.
8. Print or type the candidate's business or residential telephone number.
9. Print or type the candidate's E-Mail address. The Secretary of State's office will use this address to send notices and correspondences.
10. **The remainder of the form must be completed by a Notary Public.**

Please note that this form and the information contained within are considered public information. All information is required (except party and district where they do not apply).

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
Website: www.sos.state.co.us



Below Space for Office Use Only

PERSONAL FINANCIAL DISCLOSURE STATEMENT

For annual filing requirements. File in accordance with the appropriate statutes

1-45-110(2)(a), 24-6-202, 24-21-630(2)(h), 24-51-207(4), 44-30-301(1)(g), 44-32-301(1)(g), 44-40-108(6), C.R.S.

Personal financial disclosure statements filed for ballot access purposes must be filed within 10 days of filing a candidate affidavit. Judges running for retention, judges appointed to a court of record, and candidates running for Regional Transportation District are only required to file their PFD on or before the January 10 following such retention, appointment, or election.

A fine of \$50 per day will be assessed for late filings related to ballot access. Attach extra pages as necessary.

[Art. XXVIII, Sec. 10 (2)(a), Colorado Constitution and 1-45-110, C.R.S.]

Name:	
Mailing Address (include city, state, and zip):	
Office Held / Sought:	
Business Phone:	
Residence Phone:	

Check (✓) the appropriate response(s)

I am filing this disclosure because:

☐ I am filling a vacancy. ☐ I am seeking election to office. ☐ This is my annual filing

I am filing as:

<input type="checkbox"/>	Office Holder/Incumbent	<div></div> (OFFICE/DISTRICT NUMBER)
<input type="checkbox"/>	Candidate	<div></div> (OFFICE/DISTRICT NUMBER)
<input type="checkbox"/>	State Board/Agency/Commission Member	<div></div> (OFFICE)
<input type="checkbox"/>	Judge	<div></div> (SUPREME COURT/COURT OF APPEALS/ or COUNTY or JUDICIAL DISTRICT)
<input type="checkbox"/>	Other	<div></div> (OFFICE)

Name:	
Office Held / Sought:	

INCOME:

List the names of any source(s) of income, including capital gains for yourself, your spouse, or minor children residing with you.

Source of Income (Name of Employer)	Recipient of Income (Individual receiving income – Self, Spouse, Minor Children)

ASSETS:

List the name of each business, insurance policy, or trust where there is a financial interest in excess of \$5000 for you, your spouse, or your minor children residing with you.

Name of Business, Insurance Company or Trust	Who is the person with this financial interest?

List the **LEGAL** description (as shown on the books of the county assessor) of all real property in Colorado (including an option to buy) in which you have a direct or indirect interest with a fair market value in excess of \$5000. Property that must be listed includes residential, investment property, condominium, rental property and any mineral, water, coal, and rights to sand and gravel. STREET ADDRESSES DO NOT SATISFY STATUTORY REQUIREMENTS.

Legal Description of Property	Owner of Record

Name:	
Office Held / Sought:	

LIABILITIES:

List the name of each creditor for you, your spouse, or minor children living with you to whom is owed an amount in excess of \$1000 including the interest rate.

Name of Creditor	Interest Rate (%)	Person Liable for Debt

List all offices, directorships and fiduciary relationships held by you, your spouse, or minor children residing with you.

Name of Organization or Trust	Position Held	Person Holding the Position

List the name of any person, firm, or organization that retains a person to lobby on its behalf if you share directly or indirectly in the compensation received for lobbying activity.

Name of Person, Firm, Corporation, or Organization Retaining Lobbyist

List any business with which you or your spouse is associated, and which does business with, or is regulated by, the State of Colorado (e.g., attorney, real estate, medical profession, etc.)

Name of Business:**Nature of Business:****Person Involved:**

Name:	
Office Held / Sought:	

Candidate / Incumbent Signature:	Date:
----------------------------------	-------

INCUMBENTS
(FOR ANNUAL UPDATE PURPOSES ONLY)

As an alternative to using this form, you may file a copy of your federal income tax return, plus a certified statement of any investments not reflected in your income tax return. Please note that any information required on this form and not included in a federal income tax return must still be provided.

[Print form](#)

Colorado Secretary of State
Elections Division
1700 Broadway, Suite 200
Denver, CO 80290
Ph: (303) 894-2200
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
Website: www.sos.state.co.us



Below Space or Office Use Only

NEW COMMITTEE REGISTRATION FORM

(1-45-108, C.R.S.)

Please use this form if you are registering a new committee for Colorado campaign finance purposes.

Independent Expenditure Committees Use Secretary of State Form CPF-37

Or register online at: tracer.sos.colorado.gov

Select Only One Committee Type:

- ☐ Candidate Committee ☐ State Political Committee ☐ Small Donor Committee ☐ Political Party
☐ Issue Committee ☐ Small-Scale Issue Committee ☐ 527 Political Organization

Committee Name:

Name should be descriptive. Include office, organization name, etc. Note: Colorado does not have PACs, only Political Committees.

Committee Address (physical): _____

Committee Address (mailing): _____

Phone Number: _____ Alternate Phone Number: _____ Fax Number: _____

Web Address: _____

Check Only One Jurisdiction:

☐ State

☐ COUNTY

☐ Special District

Enter Applicable
Counties

☐ Municipal (file with Municipality)

☐ School District

Purpose/Office Sought (include party, office, district & election year, if applicable): _____

Financial Institution Information:

Institution Name: _____

Institution Address: _____

Authorized Agents Contact Information:

Registered Agent:

Name: _____

Phone Number: _____

E-mail Address: _____

Alternate E-mail 1: _____

Alternate E-mail 2: _____

Designated Filing Agent: (Optional)

Name: _____

Phone Number: _____

E-mail Address: _____

Alternate E-mail 1: _____

Alternate E-mail 2: _____

Registered Agent's Signature:

X _____ Date: _____

Designated Filing Agent's Signature:

X _____ Date: _____

Candidate Committee Complete the following:

Print Candidate Name: _____

Candidate Address (include mailing): _____

Candidate Signature:

X _____ Date: _____



REPORT OF CONTRIBUTIONS AND EXPENDITURES 2010 Revised Reporting Forms

The Report of Contributions and Expenditures is a financial report required for all committees or parties that accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

Report of Contributions and Expenditures (page 1)

A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

Schedule A

This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

Schedule B

This form is used to report expenditures paid out by the committee or party that exceed \$19.99. (Money expended/paid out by the committee/party.)

Schedule C

This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

Schedule D

This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

Statement of Non-Monetary Contributions

This form details contributions received that are tangible and can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

If filing the Report of Contributions and Expenditures manually, it **MUST** be received by the appropriate officer on or before the manual due date. Postmark dates are not recognized. A faxed

report **MUST** be followed up with the original document within seven calendar days. If you wish to file electronically, please log onto our web site at www.sos.state.co.us and select Campaign Finance and then select Campaign Finance Filing and Inquiry. Instructions for electronic filing may be found on the Campaign Finance page. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Other items available on the Secretary of State website are: Electronic filing instructions, Campaign and Political Finance forms, filing calendars and the Campaign and Political Finance FAQs (Frequently Asked Questions) fact sheet. Please note the Microsoft excel spreadsheet version of the report is no longer available.

State and county committees requiring assistance should contact the Secretary of State's Campaign and Political Finance Support Team at 303-894-2200 ext. 6383. **Municipal** committees should contact their municipal/town clerk for assistance.

Thank you

Instructions for
**REPORT OF CONTRIBUTIONS AND EXPENDITURES
DETAILED SUMMARY**

Reference Colorado Revised Statute:	1-45-108, C.R.S.
Who uses this form?	All Committees
Purpose of form:	This form is used to summarize the information from all other forms.
Is this form required?	Yes
When do I file this form?	This form must be received by the designated election official on or before the filing due date for the reporting period. Postmarks are not accepted.

COMPLETING THE FORM

This form uses information contained on other forms; all other applicable forms must be completed prior to filing this summary form.

STEP 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name of the financial institution where the committee funds are deposited. [1-45-108(1)(a)(IV)(b), C.R.S.]
- Print or type the address of the financial institution including city, state and zip code.
- Print or type the Secretary of State-issued committee number. This is the committee ID number that was mailed to you shortly after registering with the Secretary of State. If you registered with an election official other than the Secretary of State, you do not file with the Secretary of State's office.
- Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in 1-45-108 & 1-45-109, C.R.S. (These dates are available through the Campaign and Political Finance manual, your local election official, the calendars provided and the Secretary of State web site www.sos.state.co.us)
 - **Amended Filings** are reports that correct a previously filed report.
 - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. (Art. XXVIII, Sec. 2(3), 1-45-106, C.R.S., and the *Rules Concerning Campaign and Political Finance* 3.3)
- Check (☒) the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)

- Print or type the Declared Total Spending Limit if applicable. (Art. XXVIII, Sec. 4)
This is only for candidates that have accepted the Voluntary Spending limits.

STEP 2. Skip Lines 1-5 and the Authorization portion of the Report of Contributions and Expenditures page (page 1) and go to the Detailed Summary page (page 2).

STEP 3. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount from Schedule A.
- Line #7 – Enter the total amount of contributions received this reporting period that were \$19.99 or less.
- Line #8 – Enter the total amount of all loans received this reporting period. (Schedule C)
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends)
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee. (Schedule D - money coming back to the committee).
- Line #11 – Enter the sum of Lines #6 **through** #10.
- Line #12 – Enter the total amount of all Non-Monetary Contributions from the Statement of Non- Monetary Contributions form.
- Line #13 – Enter the sum of Line #11 **and** #12.
- Line #14 – Enter the total amount from Schedule B.
- Line #15 – Enter the total amount of all Expenditures \$19.99 or less.
- Line #16 – Enter the total amount of all loan payments paid this reporting period. (Schedule C)
- Line #17 – Enter the total amount of contributions returned to the donor. Example: A contributor exceeded contribution limits and the amount exceeding that limit must be returned. (Schedule D - money going out of the committee).
- Line #18 – Enter the total amount of expenditures by a third party that are controlled by or coordinated with a candidate, candidate committee or political party. (Statement of Non-Monetary Contribution form)
- Line #19 – Enter the sum of Lines #14 **through** #17.
- Line #20 – Enter the sum of lines #18 **and** #19. [Art. XXVIII, Sec. 5(3)]

STEP 4. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.

- Line #3 – Enter the sum of Lines #1 **and** #2.
- Line #4 – Enter the total amount from Line #19.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.

STEP 5. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
www.sos.state.co.us



Space Below For Office Use Only

REPORT OF CONTRIBUTIONS AND EXPENDITURES

(1-45-108, C.R.S.)

Full Name of Committee/Person:	
As Shown On Registration	
Address of Committee/Person:	
City, State & Zip Code:	
Committee Type:	
Name and Address of Financial Institution	

SOS ID NUMBER (state and county committees):

Type of Report

☐

Regularly Scheduled Filing.

☐

Amended Filing. This amends previous report filed on (date)

Submit changes or new information ONLY

☐

Termination Report. (Termination Reports MUST Have a Monetary Balance of Zero in Line 5)

☐

Check this box if this Report Contains Electioneering Communications Information

Reporting Period Covered:

Date

Through

Date

Declared Total Spending (if applicable)

[Art. XXVIII, Sec. 4(1)]

\$

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
3	Total of Monetary Contributions & Beginning Amount (line 1 + line 2)	\$
4	Total Monetary Expenditures (line 19)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$

The appropriate officer shall impose a penalty of \$50 per day for each day that a report is filed late.

[Art. XXVIII Sec. 10(2)(a)]

Authorization (Must be completed by either the Registered Agent **OR** the Candidate): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Print Registered Agent's Name: _____

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidates Signature: _____ Date: _____

DETAILED SUMMARY

Full Name of Committee/Person: _____

Current Reporting Period:

Through

Funds on hand at the beginning of reporting period (Monetary Only)		\$
6	Itemized Contributions \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "A")	\$
7	Total of Non-Itemized Contributions (Contributions of \$19.99 and Less)	\$
8	Loans Received (Please list on Schedule "C")	\$
9	Total of Other Receipts (Interest, Dividends, etc.)	\$
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$
11	Total Monetary Contributions (Total of lines 6 through 10)	\$
12	Total Non-Monetary Contributions (From Statement of Non-Monetary Contributions)	\$
13	Total Contributions (Line 11 + line 12)	\$
14	Itemized Expenditures \$20 or More [C.R.S. 1-45-108(1)(a)] (Please list on Schedule "B")	\$
15	Total of Non-Itemized Expenditures (Expenditures of \$19.99 or Less)	\$
16	Loan Repayments Made (Please list on Schedule "C")	\$
17	Returned Contributions (To donor) (Please list on Schedule "D")	\$
18	Total Coordinated Non-Monetary Expenditures (Candidate/Candidate Committee & Political Parties only)	\$
19	Total Monetary Expenditures (Total of lines 14 through 17)	\$
20	Total Spending (Line 18 + line 19)	\$

Schedule A Instructions

NOTE: In addition to the reporting requirements of 1-45-108, C.R.S., please note provisions for specific Committee type, as follows:

Candidate, Issue, Political Party and Political Committee (PC)

- Required to disclose occupation **and** employer for all \$100 or more contributions made by natural persons. (Art. XXVIII, Sec. 7)

Small Donor Committee

- Accepts contributions of no more than \$50 per year, FROM NATURAL PERSONS ONLY. [Art. XXVIII, Sec. 2(14)(a)]

Electioneering Communications Reporting

- Reporting required by persons spending \$1,000 or more on Electioneering Communications,
- Required to disclose occupation **and** employer for all \$250 or more contributions made by natural persons. (Art. XXVIII, Sec. 6)
- Corporate and Labor Organization funding are prohibited. (Art. XXVIII, Sec. 6)

Contribution Limits – State Candidates

(Art. XXVIII, Sec. 3)

Candidates:

- **\$525** ♦ Primary, \$525 ♦ General if nominated to general election ballot – Gov*, Gov/Lt. Gov**, Secretary of State, Attorney General and State Treasurer
- **\$200** Primary, \$200 General if nominated to general election ballot – State Senate, State House of Representative, State Board of Education, CU Regent, and District Attorney.

Note: Candidates may receive the primary and general election contributions at one time, the contributor must note that the contribution is for both the primary and general election contribution. Candidates must note both contributions on their report. It is preferred that each contribution be given separately; one check written for the primary and one check written for the general, and so noted by the contributor on the check and by the recipient on the report.

Political Committees (State, County, District & Local):

- **\$525** ♦ per House of Representatives Election Cycle

Political Party (From any person other than Small Donor):

- **\$ 3,175** ♦ per year no more than \$2,650 ♦ to state party.

Political Party (From Small Donor):

- **\$15,900** ♦ per year no more than \$13,250 ♦ to state party.

Prohibitions on next page. Please refer to Article XXVIII, Section 3 of the Colorado Constitution for complete contribution limits and prohibited contributions.

* Primary Election

** General Election

♦ Contribution Limits reflect adjustments made by CPF Rule 12 pursuant to Article XXVIII, Sec. 3(13) of the Colorado Constitution.

PROHIBITED CONTRIBUTIONS

[Art. XXVIII, Sec.3 & C.R.S. 1-45-105.5]

- No candidate's candidate committee shall accept contributions from, or make contributions to, another candidate committee.
- No person shall act as a conduit for a contribution to a candidate committee.
- It shall be unlawful for a corporation or labor organization to make contributions to a candidate committee or a political party, and to make expenditures expressly advocating the election or defeat of a candidate; except that a corporation or labor organization may establish a political committee or small donor committee which may accept contributions or dues from employees, officeholders, shareholders, or members.
- No candidate committee, political committee, small donor committee, or political party shall knowingly accept contributions from:
 - Any natural person who is not a citizen of the United States;
 - A foreign government; or
 - any foreign corporation that does not have the authority to transact business in this state pursuant to article 115 of title 7, C.R.S., or any successor section.
- No candidate committee, political committee, small donor committee, issue committee, or political party shall accept a contribution, or make an expenditure, in currency or coin exceeding one hundred dollars.
- No person shall make a contribution to a candidate committee, issue committee, political committee, small donor committee, or political party with the expectation that some or all of the amounts of such contribution will be reimbursed by another person. No person shall be reimbursed for a contribution made to any candidate committee, issue committee, political committee, small donor committee, or political party, nor shall any person make such reimbursement except as provided in subsection (8) of this section. [Art. XXVIII, Sec. 3(8)]
- Contributions from professional and volunteer lobbyists to any member of or candidate for the general assembly, or the governor or candidate for governor are prohibited during regular legislative session.
- Political Committees may contribute to a legislator during session, unless the political committee employs, retains, engages, or uses, with or without compensation, a professional or volunteer lobbyist.

Schedule A – Itemized Contributions Statement (\$20 or more)

[C.R.S. 1-45-108(1)(a)]

Full Name of Committee/Person: _____**WARNING: Please read the instruction page for Schedule “A” before completing!****PLEASE PRINT/TYPE**

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> * \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

* For contribution limits within a committee's election cycle or contribution cycle, please refer to the following Colorado Constitutional cites: Candidate Committee Art. XXVIII, Sec. 2(6); Political Party Art. XXVIII, Sec. 3(3); Political Committee Art. XXVIII, Sec 3(5); Small Donor Committee Art. XXVIII, Sec. 2(14).

Schedule B – Itemized Expenditures Statement (\$20 or more)

[1-45-108(1)(a), C.R.S.]

Full Name of Committee/Person: _____**PLEASE PRINT/TYPE**

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

1. <u>Date Expended</u>	4. Name: _____
2. <u>Amount</u> \$	5. Address: _____
3. Recipient is (optional): <input type="checkbox"/> Committee <input type="checkbox"/> Non-Committee	6. City/State/Zip: _____
	7. Purpose of Expenditure: _____
	<input type="checkbox"/> Check box if Electioneering Communication

Schedule C - Loans

Full Name of Committee/Person: _____

LOANS - Loans Owed by the Committee

(Use a separate schedule for each loan. This form is for line item 8 and 16 of the Detailed Summary Report.)
[No information copied from such reports shall be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose. [Art. XXVIII, Sec. 9(e)] Notwithstanding any other section of this article to the contrary, a candidate's candidate committee may receive a loan from a financial institution organized under state or federal law if the loan bears the usual and customary interest rate, is made on a basis that assures repayment, is evidenced by a written instrument, and is subject to a due date or amortization schedule [Art. XXVIII, Sec. 3(8)]

LOAN SOURCE

Name (Last, First or Institution): _____

Address: _____

City/State/Zip: _____

Original Amount of Loan: \$ _____ Interest Rate: _____

Loan Amount Received This Reporting Period: \$ _____

Total of All Loans This Reporting

Period: \$ _____

(Place on line 8 of Detailed Summary Report)

Principal Amount Paid This Reporting Period: \$ _____

Interest Amount Paid This Reporting Period: \$ _____

Amount Repaid This Reporting Period: \$ _____

(Amount Repaid is sum of Principal & Interest entered on Detail Summary)

Total Repayments Made: \$ _____

(Sum of Schedule C pages, Place on line 16 of Detailed Summary)

Outstanding Balance: \$ _____

TERMS OF LOAN:

_____ Date Loan Received

_____ Due Date for Final Payment

LIST ALL ENDORSERS OR GUARANTORS OF THIS LOAN

Full Name	Address, City, State, Zip	Amount Guaranteed

Schedule D – Returned Contributions & Expenditures

Full Name of Committee/Person: _____

Returned Contributions

(Previously reported on Schedule A – Contributions accepted and then returned to donors)

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

Returned Expenditures

(Previously reported on Schedule B – Expenditures returned or refunded to the committee)

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

Statement of Non-Monetary Contributions
[Art. XXVIII, Sec. 2(5)(a)(II)(III) & Sec. 5(3) & 1-45-108(1), C.R.S.]

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

1. <u>Date Provided</u>	4. Name (Last, First): _____
2. <u>Fair Market Value</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____
	10. <input type="checkbox"/> Check box if Coordinated with a Candidate/Candidate Committee or Political Party. *

* Note: If coordinated, then contribution must also be reported as a non-monetary expenditure on Detailed Summary. Art. XXVIII, Sec. 2(9) states: "...Expenditures that are controlled by or coordinated with a candidate or candidate's agent are deemed to be both contributions by the maker of the expenditures, and expenditures by the candidate committee."

Colorado Municipal Candidate Guide



COLORADO
MUNICIPAL
LEAGUE

“There are countless reasons why
people choose to run for public office.

As an elected official, you have the
opportunity to make important contributions
toward shaping the
future of your community.”



COLORADO
MUNICIPAL
LEAGUE

The *Colorado Municipal Candidate Guide* has been prepared by the Colorado Municipal League as a guide for prospective candidates who are seeking useful information on municipal government. The guide includes tips on how to be an effective municipal official, as well as an overview of how municipal government works.

Published in 2019 by the Colorado Municipal League.

Becoming a municipal official

Serving as an effective municipal elected official requires dedication, knowledge, and a substantial time commitment. There are countless reasons why people choose to run for public office. Whatever your reason may be, as a member of the municipal governing body, you have the opportunity to make important contributions toward shaping the future of your community. For this reason, becoming a municipal elected official can be one of the most rewarding experiences of your life.

Whether you are still undecided about your candidacy — or you have already made the decision to run for a municipal elected office, the information in this guide can help you. What follows is general information on what it takes to be an effective member of a governing body, a synopsis of municipal government in

Colorado, and information about the Colorado Municipal League. Material contained in this brochure should not be viewed as a substitute for legal advice or specific information applicable to your community. If you are serious about your candidacy, you should consider other, more detailed information sources available to you, including:

- attending city council or board of trustee meetings;
- examining your charter, if your municipality is home rule;
- checking the Colorado Revised Statutes;
- reviewing municipal ordinances; and
- for elections, asking the municipal clerk for additional information, consulting your own attorney, or otherwise making yourself familiar with the requirements of the election laws.

“For this reason, becoming a municipal elected official can be one of the most rewarding experiences of your life.”

Qualifications for municipal office

At a minimum, successful elected officials must devote a significant amount of time and energy to fulfill a position that answers directly to citizens. Some desirable leadership attributes include:

- a general understanding of municipal government;
- willingness to learn about a wide range of topics;
- integrity;
- consistency;
- confidence;
- dedication to the interests of citizens and the community as a whole;
- strong communication and team-building skills, including being a good listener;
- openness to the thoughts and ideas of others;
- being approachable and accessible; and
- a willingness to work cooperatively with others.

Mayors, councils, boards of trustees, and presiding officers

The mayor and city council or town board of trustees collectively serve as the governing body for a municipality and normally possess all legislative powers granted by state law. The positions of both councilmember and trustee have been compared to those of the members of state legislatures and U.S. Congress. All of these positions require elected officials to represent their constituents, make policy decisions, budget for the execution of policies, and ensure that their policies are carried out. Unlike their counterparts in state and federal offices, municipal officials are in direct contact with the people they serve on an ongoing basis.

“Unlike their counterparts in state and federal offices, municipal officials are in direct contact with the people they serve on an ongoing basis.”



An elected official wears many hats

To meet the responsibilities of being a municipal elected official, candidates should consider the number of disciplines involved in becoming an effective mayor, councilmember, or trustee.

Municipal elected officials share the following job titles as part of their responsibility:

- legislator;
- decision-maker;
- financier;
- employer of municipal staff;
- constructive critic;
- intergovernmental participant;
- public relations representative; and
- facilitator.

Are you eligible?

To run for office in a statutory municipality in Colorado, you must:

- be a citizen of the United States;
- be registered to vote;
- be at least 18 years old on the date of the election; and
- have resided in your city or town for at least 12 consecutive months prior to the election.

In home rule municipalities, check with your municipal clerk on whether additional or different requirements apply.

Petitions, practices, and basics

Nomination petitions

To run for municipal office, you must get a nominating petition from your municipal clerk and have that form signed by a specific number of registered voters in your community. The number of signatures needed will vary depending on whether you live in a statutory or home rule municipality. Most candidates try to get more signatures than needed in case some are ruled invalid.

Different municipalities have different rules about how the petition must be signed and the date on which the petition must be returned. Your municipal clerk will inform you of the nomination procedure rules and deadlines.

Fair Campaign Practices Act

Candidates for a municipal office who accept contributions must meet the filing requirements of the state Fair Campaign Practices Act. Among other requirements, you must register any "candidate committee" and report its contributions and expenditures. Information about reporting deadlines and copies of the reporting forms are available from your municipal clerk.

Municipal government basics

Municipal elected officials should have a basic understanding of municipal government and the duties, authority, and limitations of an elected body.

Of course, there is no better way to understand what elected officials do than to attend council or board of trustee meetings. In addition, most cities and towns have advisory boards that are formed to make or recommend policy or quasi-judicial decisions, such as a planning commission or parks and recreation commission. Serving on these and other appointed boards is another excellent way to become informed.

Finally, reviewing Title 31 of the Colorado Revised Statutes and — if you are in a home rule municipality — having a basic familiarity with the municipal home rule charter will help you have a better understanding of municipal government and your role as an elected official.

What follows is a brief introduction to a few basic governance issues.

What is a municipality?

What is a municipality?

An area becomes a municipality when residents vote to incorporate as a city or town. Colorado has four classes of municipalities:

Home rule municipalities

- have chosen to adopt a home rule charter based on the principle that local citizens should have the right to decide how their local government should be organized and how local problems should be resolved;
- have their own form of government set forth in their charters;
- may call themselves either a city or town; and
- have considerable protection from state interference in their affairs (except where the courts determine that a matter is of statewide concern or mixed state and local concern, then state law may prevail over home rule authority).

Statutory towns

- traditionally are less than 2,000 in population; and
- have a mayor–council (board of trustees) form of

government in which the mayor is elected by popular vote, with legislative power held by the board of trustees.

Statutory cities

- usually are more than 2,000 in population; and
- may have a mayor–council or council–manager form of government, with the mayor elected by the people or by the council.

Statutory towns and cities are under greater legal control of the state legislature. They look to state law (generally Title 31 of the Colorado Revised Statutes) to determine their legal authority and limitations. Nevertheless, state laws traditionally have given statutory cities and towns considerable authority to make decisions on local issues.

Territorial charter cities

The only remaining territorial charter city is Georgetown. Its charter dates from before Colorado became a state.

The charter can only be changed by the state legislature.

Forms of municipal government



There are two prevalent forms of municipal government in Colorado: mayor–council and council–manager.

Mayor–council structure

- The mayor is the ceremonial head of government and presides over council or board of trustee meetings.
- The council or board of trustees sets policy.
- Depending on local charter, applicable statute, or local practice, broad or limited administrative authority is vested with the mayor,

members of the council, board of trustees, an administrator, or designated department heads appointed by the mayor, council, or board of trustees.

Council–manager structure

- The mayor is the ceremonial head of government and presides over council meetings.
- The council sets policy and hires and fires the manager.
- The city manager normally has broad administrative authority.

Basic municipal services

Services provided by municipalities vary from community to community. However, typical services include:

- **Public safety** (police, fire, and sometimes ambulance service);
- **Utilities** (water and wastewater, and sometimes trash collection, electric power, and natural gas);
- **Land use** (planning, zoning, code enforcement, and other regulatory activities);
- **Transportation** (street construction and maintenance, traffic safety, and sometimes public transit);
- **Recreation/cultural facilities** (parks, recreation, libraries, and sometimes cultural facilities); and
- **Legal** (ordinances protecting the public health, safety, and welfare of the community).



Municipal finance

In budgeting, the governing body makes important decisions about the operation and priorities of the municipality. Is a swimming pool more important than storm drains? Does the municipality need a new library more than it needs additional police personnel? Should the potholes be filled or the street completely rebuilt?

Budgeting is a process by which the governing body determines the community's standard of living — what the community needs and wants, what it is willing and able to pay, and what services it can expect to receive for its tax dollars.

Municipalities levy specific taxes to finance municipal services. The following are the most common taxes levied by Colorado municipalities:

- **Sales tax** is levied on retail sales of tangible personal property and some services.
- **Use tax** is levied on the retail purchase price of tangible personal property and some

services purchased outside the municipality, but stored, used, or consumed within the municipality.

- **Property tax** is levied on the valuation of taxable property located within the municipality.
- **Occupation tax or business license fee** is levied at a standard rate for all or specified businesses and professions.
- **Liquor and beer occupation tax** is a special occupation tax levied on retail liquor and beer establishments.
- **Utility occupation tax and/or franchise fee** is levied on non-municipally owned utilities (telecommunications, electric, gas, cable TV).

In addition, many municipal services are financed in whole or in part by user fees and charges. Finally, municipalities receive revenues from various federal and state grant and allocation programs.

Knowing the law



Term limits

In 1994, the Colorado Constitution was amended to place term limits on local elected officials, including all mayors, councilmembers, and board of trustee members in both statutory and home rule municipalities. All municipal elected officials (except judges) are limited to serving two consecutive terms in office, except if the term of office is two years or shorter, in which case officials are limited to serving three consecutive terms in office. Terms are considered consecutive unless they are four years apart.

Municipal voters may modify or eliminate term limits through a local option election; you should check to determine the status of term limits in your community.

Ethics and conflict of interest

A municipal elected official must adhere to an ethical level of conduct while in office. Elected officials are vested with the public trust and must carry out their responsibilities in an ethical manner. Ethics and conflict of interest requirements for local government officers

are addressed in the Colorado Constitution, state statutes, and sometimes in local charter or ordinance provisions. In general, these requirements are aimed at preventing those in a position of public trust from using that position for personal financial gain. State law provides that, among other things, elected officials may not:

- use confidential information for personal benefit;
- accept gifts or economic benefits as rewards or inducements for official action;
- engage in substantial business with one who supervises or inspects; and
- vote on matters involving a "personal or private interest."

Open meetings

Before assuming public office, become familiar with Colorado's Open Meetings Law, which covers local public bodies such as a municipal governing council or

board. You will need a basic understanding of what constitutes a public meeting, the minimum requirements for a quorum, when "full and timely notice" prior to a meeting is required, and the basic requirements concerning "executive sessions" (that is, meetings that are not open to the public).

The open meetings law reflects the policy that public bodies are engaged in the public's business. Consequently, their meetings should be open to the public and held only after "full and timely" public notice. Therefore, the open meetings law permits executive sessions only on specific topics. The law also requires that these sessions be for deliberation only; decisions must be reached in an open meeting. In home rule municipalities, you may be subject to additional or varying requirements under your charter or ordinances.

“A municipal elected official must adhere to an ethical level of conduct while in office.”

About CML



Founded in 1923, CML is a nonprofit, nonpartisan organization that represents and serves Colorado's cities and towns. Of Colorado's 272 Colorado cities and towns, 270 are members of CML, representing more than 99% of the municipal population in the state.

The Colorado Municipal League believes that local problems are best resolved at the local level of government and that people are best served by a strong and responsive local government.

The League's core functions are advocacy, information, and training.

Advocacy

CML represents the interests of Colorado municipalities before the state and federal governments and in the courts. The League employs a team of legislative and legal advocates to ensure that all municipalities are well-represented in the state capitol and that the interests of cities and towns and their residents are protected through participation in certain appellate court cases. The work of state agencies also is under the watchful eye of CML, as are statewide ballot issues.

Information

CML provides accessible information that you need to serve your municipality and its residents. Each year, staff responds to individual inquiries with information, advice, and sample documents. CML periodicals include the award-winning bimonthly magazine, *Colorado Municipalities*; biweekly *CML Newsletter*; and *Statehouse Report*, a weekly report on legislation of municipal interest that is sent while the General Assembly is in session.

Publications produced by CML reflect important technical and legal research on a variety of issues impacting municipal government.

The CML website, www.cml.org, and presence on social media platforms, ensure that the most up-to-date information is available to our members. CML also produces short, informative videos on topics important to municipal officials; visit the CML website to view.

Training

Each year, CML offers dynamic events and workshops to support your continuing education and training on such topics as

leadership, council collaboration, municipal finance, land use and planning, personnel issues, telecommunications, legislative issues, strategic planning, and more.

MUNiversity recognizes the efforts of officials who go the extra mile to increase their knowledge and their capacity to lead. Since 1991, hundreds of municipal elected officials have participated in this highly successful program. MUNiversity is based on interactive, affordable, capacity-building learning opportunities that promote a better understanding of municipal government and provide the tools to be a more effective community leader. The program is simple:

- Any municipal elected official may participate. This includes mayors, councilmembers, and trustees.
- There is no cost for enrolling.
- There are no required courses. You select the credited training that fits your specific needs from CML workshops and conferences.

For more information about this program and other League services, contact the League office in Denver at 303-831-6411 / 866-578-0936.

Colorado municipal facts

Number of incorporated municipalities: 272

Population (2017 estimates)

State:	5,609,445
Municipal:	4,159,526
Municipal as percent of state:	74%

Range in municipal population:

Lakeside: 8 Denver: 705,651

Municipalities with CML membership: 270

Structure of Colorado municipal governments

Structure	#	Population	% of municipal population
Home Rule	102	3,886,636	93.44%
Statutory	169	271,815	6.53%
Territorial Charter	1	1,075	0.026%

Municipal finance

Property tax (2017)

Assessed valuations

State:	\$111.63 billion
Municipal:	\$74.99 billion
Municipal as percent of state:	67.2%

Sales tax (2019)

Total municipalities levying a local sales tax: 222

Municipalities with self-collected sales tax: 71

Low: 1% High: 7%

Municipal elections (1993-April 2019)

Ballot issues	Passed	Failed	% Passed
TABOR revenue and spending changes	494	78	86%
Municipal tax/tax rate	636	414	61%
Municipal debt/obligation	313	138	69%

Other facts

- Colorado has 272 municipalities (including the City and County of Denver and the City and County of Broomfield).
- There are approximately 1,800 municipal elected officials in Colorado (mayors, mayor pro tems, councilmembers, trustees).
- Pay for mayors, councilmembers, and trustees is determined locally. Compensation varies from no compensation to modest compensation levels for part-time officials. There are a few full-time paid positions, i.e., mayors in Denver and Aurora.

Compiled by the Colorado Municipal League, April 2019

Empowered cities and towns,
united for a strong Colorado



COLORADO
MUNICIPAL
LEAGUE

1144 Sherman St. • Denver, CO • 80203
303 831 6411 / 866 578 0936
www.cml.org